

San Bernardino County  
Flood Control Operations Division – Permit Section  
825 East Third Street, Room 108  
San Bernardino, CA 92415-0835  
(909) 387-7995 - FAX (909) 387-8043  
<http://www.sbcounty.gov/flood/permitHome>



## FLOOD CONTROL PERMIT APPLICATION

The undersigned hereby applies for permission to encroach upon District right-of-way to perform the following work. It is understood that completing this application does not constitute permission to commence the work on District right-of-way.

Fully describe work to be performed within District right-of-way.

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CHECK ALL THAT APPLY:

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> Access/<br>Encroachment | <input type="checkbox"/> Channel<br>Improvement | <input type="checkbox"/> Soil Removal/<br>Disposal | <input type="checkbox"/> Sand & Gravel<br>Operations | <input type="checkbox"/> Side Drain<br>Connection |
| <input type="checkbox"/> Utility Xing            | <input type="checkbox"/> Monitoring Well        | <input type="checkbox"/> Landscape                 | <input type="checkbox"/> Street Xing                 | <input type="checkbox"/> Other                    |

Location of Work:  
(Be Specific) \_\_\_\_\_

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Area (city/community): \_\_\_\_\_ District Facility: \_\_\_\_\_

\_\_\_\_\_  
Permittee (*PERMIT WILL BE ISSUED TO.....*)

\_\_\_\_\_  
Applicant / Designee for Permittee  
*ALL CORRESPONDENCE WILL BE SENT TO DESIGNEE*

\_\_\_\_\_  
Contact Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Applicant's Representative (PRINT)

\_\_\_\_\_  
Phone # FAX #

\_\_\_\_\_  
Applicant's Representative (SIGNATURE)

\_\_\_\_\_  
Phone # FAX #

\_\_\_\_\_  
Date

*All applications shall be accompanied by 6 sets of plans, 3 sets of drainage calculations (if necessary), and filing fee.*

## PERMIT APPLICATION CHECKLIST

Initial permit application package shall contain the following, and depending on the nature of the permit request, additional information may be necessary:

- Fully completed and signed flood control permit application form.
- Six (6) sets of plans, signed by a registered civil engineer.
- A filing fee in accordance with the latest fee schedule. Cities, state, public agencies and non-profit organizations/agencies are exempt from filing fee.
- Applications that involve storm drain connections or channel improvements shall be accompanied by three (3) sets of hydrology and hydraulic calculations.
- **Note:** Prior to permit issuance, a certificate of insurance will be required from the permittee and/or contractor.

All submitted plans shall contain the following:

1. **Title Block** Description / type of work and location of the project.
2. **Vicinity Map** Show the approximate location of the proposed project in relation to major streets and flood control channels.
3. **North Arrow** Indicate the direction of true North relative to the project site.
4. **Scale** Horizontal and vertical scales must be used on each sheet submitted for review. Use a scale that most accurately reflects the scope of the work that is being proposed.
5. **Benchmark** The control elevation for the project should be shown on the plans.
6. **Notes** General and construction notes must be shown on each plan sheet where applicable. Notes shall be clear, concise, legible and related to the proposed project.
7. **USA** Underground Service Alert note must be on the plans.
8. **Legend** Description of all symbols used on the plans.
9. **Contact Personnel** A list of all parties involved in the proposed project. Name, address and telephone numbers of the relevant parties associated with the proposed project. (24 hour emergency contact personnel).
10. **Revision Block** Revision block must be placed on all plan sheets.
11. **Stationing** All stationing of the proposed project as it relates to the District's facility. If the project affects a U. S. Army Corps of Engineers' facility, plans shall show the U. S. Army Corps of Engineers' stationing.
12. **Right-of-way** The District's right-of-way shall be clearly shown and labeled on each sheet of the plans with dimensions. Show typical section.

13. **Profile** Show grade, slope, length, type and size of the proposed facility and the existing and proposed finished grade.
14. **HGL** Hydraulic Grade Line must be plotted on all plans.
15. **Utilities** Plans must show all proposed and existing utilities within the District's right-of-way that will be affected by the proposed project.
16. **Streets** All street names must be labeled on the plans.
17. **Typical Cross Section** Shall show all existing and proposed improvements as they relate to the District's right-of-way.
18. **Facility** All District facilities must be properly labeled on the plans.
19. **Invert** The invert elevation of all District facilities and the proposed inlet or any other structure shall be shown on the plans.
20. **Removal** The removal or break out limits of an existing facility must be shown and have dimensions on the plans.
21. **Pipe** All pipe placed within the District's right-of-way shall be reinforced concrete pipe (RCP). The size, type and loading must be labeled on the plans. The District's minimum requirement is 24-inch RCP with 1350 D-load.
22. **Angle of Entry** The inlet angle to any facility shall be shown on the plans. The following angles of confluence are recommended.

<u>Super Critical Flows</u>		<u>Sub-Critical Flows</u>	
Up to 21"	90° max	Up to 36"	90° max
24" – 33"	60° max	36" – 57"	45° max
36" – 57"	45° max	60" and over	30° max
60" and over	30° max		
23. **Manhole** The manhole depth, station and rim/invert elevation must be shown on the plans. The District's minimum manhole cover is 36-inches.
24. **Match Line** When multiple sheets are used for a submittal, each sheet shall have a match line to indicate how each sheet relates to one another.
25. **Concrete** The concrete mix design, specification and the required compressive strength must be shown on the plans. All concrete used in the District's right-of-way must meet the District's minimum requirements or the required concrete design mix. All concrete shall conform to Section 201-1 of the Standard Specifications For Public Works Construction, latest edition, except as follows:
  - All structural concrete shall be 4000 psi with "A" gradation in all inverts and 4000 psi with "B" gradation for all walls.
  - Concrete for rock inlet and outlet structures, bottom controls, splash pad and other proposed structures shall be 560-B or C-3250.
  - Concrete mix designs shall be submitted to the District for review and approval at least 72 hours prior to concrete placement within District right-of-way.
26. **Standards** All non-SBCFCD standards shall be placed on the plans and are subject to District review and revision.
27. **Resubmittals** All resubmitted plans shall include a **cover letter that addresses the District's previous review comments** and shall be accompanied by four sets of revised plans per this checklist. ***Resubmittals without a cover letter addressing the District's previous comments will be returned without review.***

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# CERTIFICATE OF INSURANCE

**NOTE TO PERMITTEE:** This form shall be completed by your insurance company. Mail completed form to San Bernardino County Flood Control District, Flood Control Permit Section, 825 East Third Street, San Bernardino, CA 92415-0835.

In accordance with permit requirements, the undersigned does hereby represent to the San Bernardino County Flood Control District and the County of San Bernardino the following policy or policies to \_\_\_\_\_ fully complies with the following  
(name of insured)  
Flood Control District insurance requirements.

- ♦ **PUBLIC LIABILITY AND PROPERTY DAMAGE** – The limits of liability in the Public Liability and Property Damage policy or policies shall not be less than \$1,000,000 combined single limit.

<u>Type of Insurance</u>	<u>Company &amp; Policy No.</u>	<u>Exp. Date</u>	<u>Limits of Liability</u>
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- ♦ **ENDORSEMENT NAMING ADDITIONAL INSURED** – Both **San Bernardino County Flood Control District** AND **County of San Bernardino** are hereby named as additional insured for the purpose of Permit No. P-\_\_\_\_\_. Inclusion herein of any person or organization as an additional insured shall not affect any right which such person or organization would have as a claimant if not so included.

This insurance shall be primary insurance with respects to the San Bernardino County Flood Control District and County of San Bernardino.

- ♦ **30-DAY WRITTEN NOTICE OF CANCELLATION, 10-DAY FOR NON-PAYMENT** - Policy shall state that 30-days prior written notice of cancellation, change or expiration and 10-days for non-payment shall be given to the San Bernardino County Flood Control District, Flood Control Permit Section, 825 East Third Street, San Bernardino, CA 92415-0835.

Insurance Company: \_\_\_\_\_

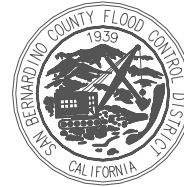
By: \_\_\_\_\_  
Insurance Company Authorized Agent (Signature) Date

Agent's Address: \_\_\_\_\_ Agent's Phone: \_\_\_\_\_

\_\_\_\_\_

Permit No. P- \_\_\_\_\_  
File \_\_\_\_\_

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## FLOOD CONTROL PERMIT AMENDMENT APPLICATION

PERMIT NO: \_\_\_\_\_ CITY/COMMUNITY: \_\_\_\_\_

FILE NO: \_\_\_\_\_ DISTRICT FACILITY: \_\_\_\_\_

The undersigned hereby applies for permission to amend the above noted permit to perform the following work. It is understood that completing this application does not constitute permission to commence the work on District right-of-way.

Describe type of work performed within District right-of-way under original permit:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ALL THAT APPLY:

☐ Permittee Name Change To: \_\_\_\_\_  
Name

☐ Time Extension To: \_\_\_\_\_  
Date

☐ Revision to Permitted Activity  
(Describe Proposed Revision,  
Including Location of Work): \_\_\_\_\_  
\_\_\_\_\_

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Permittee (PERMIT AMENDMENT WILL BE ISSUED TO.....)

\_\_\_\_\_  
Contact Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone # FAX #

\_\_\_\_\_  
Applicant (AGENT FOR PERMITTEE)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Applicant's Representative (PRINT)

\_\_\_\_\_  
Applicant's Representative (SIGNATURE)

\_\_\_\_\_  
Phone # FAX #

\_\_\_\_\_  
Date

*All applications for revised construction activities shall be accompanied by 6 sets of plans,  
3 sets of drainage calculations (if necessary), and applicable fees.*

# SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT SCHEDULE OF FEES ORDINANCE NO. 3923

Effective June 22, 2004

## PERMIT AND PERMIT AMENDMENTS

<b>I. Storm Drain Construction</b>	
<b>A. Interim and Improved Channels Other Than Concrete</b>	
1. Up To And Including 42" Diameter Side Drain	
a. Filing Fee (Nonrefundable) .....	\$535.00
b. Inspection Fee .....	\$710.00
2. Over 42" Diameter Side Drain	
a. Filing Fee (Nonrefundable) .....	\$535.00
b. Inspection Fee .....	\$1,070.00
<b>B. Concrete Lined Channels and Reinforced Concrete Pipe</b>	
1. Up to and Including 42" Diameter Side Drain	
a. Filing Fee (Nonrefundable) .....	\$535.00
b. Inspection Fee .....	\$895.00
2. Over 42" Diameter Side Drain	
a. Filing Fee (Nonrefundable) .....	\$535.00
b. Inspection Fee .....	\$1,250.00
<b>C. Undocumented Storm Drain Connection (Installed Prior to 7/1/96)</b>	
1. Filing and Inspection Fee .....	\$51.00
NOTE: Only if subject side drain is allowed to remain as constructed. If after District review any modification is required, the fees in Section 16.0212(b)(1)(A) and/or (B) shall apply.	
<b>II. General and Miscellaneous Use</b>	
A. Filing Fee (Nonrefundable) .....	\$535.00
B. Annual Inspection Fee .....	\$550.00
<b>C. Permit Amendments</b>	
1. General Amendment	
a. Administration Fee .....	\$535.00
2. Permittee Name Change	
a. Administration Fee .....	\$93.00
3. Time Extension	
a. Administration Fee .....	\$93.00
4. Site Location Change	
a. Administration Fee .....	\$93.00
D. Confined Space Video Inspection .....	\$135.00/hr
E. Monthly Land Use Fee .....	\$363.00/acre
<b>III. Utility Crossings (Each)</b>	
<b>A. Underground</b>	
1. Filing Fee (Nonrefundable) .....	\$535.00
2. Inspection Fee .....	\$550.00
<b>B. Aerial</b>	
1. Filing Fee (Nonrefundable) .....	\$535.00
2. Inspection Fee .....	\$475.00
<b>IV. Parallel Utilities</b>	
<b>A. Underground</b>	
1. Filing Fee (Nonrefundable) .....	\$535.00
2. Inspection Fee/Per Lineal Foot .....	\$1.40
Minimum Fee .....	\$520.00
<b>B. Aerial</b>	
1. Filing Fee (Nonrefundable) .....	\$535.00
2. Inspection Fee/Per Lineal Foot .....	\$ .95
Minimum Fee .....	\$455.00
<b>V. Major Construction</b>	
A. Filing Fee (Nonrefundable) .....	\$535.00
B. Inspection Fee .....	Actual Cost
C. Inspection Fee (Minor Projects) .....	\$38.00/hr
1. Vehicle Mileage .....	\$5.00/hr
<b>VI. Soil Removal or Select Disposal</b>	
A. Under 100 Cubic Yards (Nonrefundable) .....	\$57.00
B. Minor Temporary Ingress (Nonrefundable) .....	\$57.00
<b>C. 100 Cubic Yards To And Including 10,000 Cubic Yards</b>	
1. Filing Fee (Nonrefundable) .....	\$270.00
2. Administration and Inspection Fee	
a. Borrow (Nonrefundable) .....	\$ .58 cy
b. Disposal (Nonrefundable) .....	\$ .60 cy
<b>D. Over 10,000 Cubic Yards</b>	
1. Filing Fee (Nonrefundable) .....	\$535.00
2. Administration and Inspection Fee	
a. Borrow (Nonrefundable) .....	\$ .58 cy
b. Disposal (Nonrefundable) .....	\$ .60 cy
<b>VII. Apiary Rental Site on Property .....</b>	
A. Minimum Fee .....	\$82.00 per colony

## VIII. Gravel Operations

NOTE: Gravel operation permits will be negotiated on an individual basis. Existing gravel operation permits will be reissued as leases upon expiration of the permit, and, if needed, will be renegotiated.

## IX. Flood Control District Land Use with Board Approval

A. Filing Fee (Nonrefundable) .....	\$535.00
NOTE: Flood Control District land use permits will be negotiated as leases on an individual basis. Existing land use permits will be reissued as leases upon expiration of the permit.	
<b>B. Advertising Structures</b>	
1. Filing Fee .....	\$535.00
2. Annual Fee - Flood Control District annual land use permits for advertising structures will be negotiated on an individual basis. Existing permits will be reissued as leases upon expiration of the permit.	
<b>X. Plan Checking Fees (Permit Major Construction)</b>	
A. Plan Checking - 1 - 20 hours .....	\$40.00/hr
B. Plan Checking - more than 20 hours .....	Actual Cost

## OTHER CHARGES

<b>I. Plans and Specifications</b>	
<b>A. Plans and Special Provisions</b>	
1. Projects Estimated Under \$300,000 .....	\$15.00/set
2. Projects Estimated at or Over \$300,000 ..	\$25.00/set
<b>B. Mailing Charge, if applicable .....</b>	
1. Special Mailing (express) .....	\$15.00
<b>II. Reproduction Services</b>	
<b>A. Research and Handling .....</b>	
<b>B. Maps and Plans</b>	
1. Brownline .....	\$ .40/sq ft
2. Blue line .....	\$ .30/sq ft
3. From Microfilm .....	\$ .25/sq ft
<b>C. Miscellaneous Documents</b>	
1. Duplicator Copies (8-1/2" X 11") .....	\$ .15/page
<b>2. Color Copies</b>	
a. 8-1/2" X 11" .....	\$3.00/page
b. 8-1/2" X 14" .....	\$3.10/page
c. 11" X 17" .....	\$3.25/page
<b>III. Project and Drainage Reports</b>	
A. Master Plans and CSDPs .....	\$41.50/volume
B. Miscellaneous Drainage Reports .....	\$25.00/each
<b>C. San Sevaine Water Creek Project</b>	
1. Final Loan Application Report .....	\$83.00/volume
2. Final Environmental Assessment Report .....	\$83.00/volume
IV. Hydrology Manuals .....	\$83.00/manual
V. Flood Hazard Analysis .....	\$520.00/report
<b>VI. Hydrologic-Climatological Research .....</b>	
A. Biannual Report .....	\$41.50/volume
B. Transfer of Data (Diskette/Modem) .....	\$5.00/each
<b>VII. Mapping Services</b>	
A. Aerial Photo Research and Handling .....	\$20.00
B. Digital Data Preparation .....	\$30.00/hour
<b>VIII. Area Drainage Plan Fees</b>	
A. Bledsoe Creek Area .....	\$5,700/acre
B. Upper Etiwanda Area .....	\$9,790/acre
C. San Sevaine Creek Area .....	\$4,405/acre
D. Comprehensive Storm Drain Plan #3, Project 3-5 .....	\$7,159/acre
<b>IX. Video Tape Review</b>	
A. Viewing (Initial Set Up) .....	\$20.00
B. Copying (No Editing) .....	\$10.00/tape